

**From:** [Turner, Steve](#) on behalf of [CINWD Travel](#)  
**To:** [Woodward, Cheryl](#); [Lance, Kathleen](#)  
**Cc:** [Turner, Steve](#); [Jenkins, Juanita](#)  
**Subject:** Re: Overpayment of DCN - Michael Regan trip TAA08OEO from 08/16/2021  
**Date:** Wednesday, September 22, 2021 3:14:25 PM

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I apologize, the overpayment is for \$19.00, not \$21.50. I miscalculated.

Thank you!  
EPA Travel Team  
513-487-2346

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**From:** Turner, Steve on behalf of CINWD Travel <CINWD\_Travel@epa.gov>  
**Sent:** Wednesday, September 22, 2021 1:41 PM  
**To:** Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Lance, Kathleen <Lance.Kathleen@epa.gov>  
**Cc:** Turner, Steve <turner.stevek@epa.gov>  
**Subject:** Overpayment of DCN - Michael Regan trip TAA08OEO from 08/16/2021  
  
**Subject:** Overpayment of DCN **21QAA1T067**

According to our records, on your trip on 08/16/21 through 08/21/21 you were overpaid for meals that were provided. This money is now owed to the federal government. Please send a check payable to US EPA in the amount of \$21.50 to our office as soon as possible.

If the outstanding balance has not been settled within 30 calendar days from the date of this notification, we are required to recover the amount owed through payroll deduction.

Title 31, Section 3717, of the United States Code requires that we assess interest and handling costs on your debt if it is not settled within 30 days from the date of this notice. Interest will begin to accrue from the date of this notification and will continue until the date final payment is received. The Department of Treasury's current published interest rate will be used to compute the interest on the total unliquidated amount. Additionally you will be assessed a \$15.00 charge for processing and handling your delinquent amount if payroll deduction is required.

You have the right to: inspect and copy our records related to this debt; request review within EPA of the Agency's determination of the debt; request waiver of the debt; and/or enter into a written repayment agreement. Please contact EPA Travel Team at 513-487-2346 if you have any questions in regards to what this billing is in regards to. If you have not contacted us within 15 days of the date of this memorandum, we will deem that you agree with the debt.

Electronic payments may be made through Pay.gov(Form Number: SFO), please reference the DCN **21QAA1T067**. Checks and money orders should be made payable to the U.S. Environmental Protection Agency.

Payment should be forwarded to the following address:

US Environmental Protection Agency  
FOIA and Miscellaneous Payments  
Cincinnati Finance Center  
PO Box 979078  
St Louis, MO 63197-9000

Your prompt attention to this matter is appreciated.